Disaster Recovery and Business Continuity Planning: The State Strategy

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Disaster Recovery and Business Continuity Planning: The State Strategy

- Sub task of Security Support Task Order

- Sub Committee of ITAC chartered

- Provide Guidance for Planning

- Training on IT DR Planning

- Coordinate efforts with MEMA

Disaster Recovery and Business Continuity Planning: The State Strategy

- At a minimum all agencies should have a 'Quick Plan' to include:

  - Define what constitutes a disaster

  - Create a Notification Contact List (Home & Cell Phone#'s, e-mail addresses, etc.)

  - Ensure all data is backed up and stored offsite for all systems

  - Complete inventory of all IT systems and associated hardware required to support them

  - Create Outline of general steps to recover "critical" systems.

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- **To initiate your effort project should be comprised of the following phases:**

  - Pre-Planning Phase

  - Planning Phase

  - Development of the IT Disaster Recovery Plan

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Pre-Planning Phase

– Obtain Executive Support

– Perform a Business Impact Analysis (per State guidelines)

– Perform a Risk Assessment (per State Guidelines)

– From previous BIA & RA, characterize Systems and Identify Risks

– Identify Risk Mitigation Actions and Preventive Controls

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Planning Phase

- Develop Recovery Strategies to restore critical IT systems quickly & effectively

- Complete Backup Procedures for data, restoration procedures, documentation, & the DR Plan

- Test Backup Plan to ensure all process work as documented.

- Select an offsite storage facility that provides: Accessibility, Security, & Geographic protection

Planning Phase

- Select a Temporary Alternate Site for interim processing

- Equipment Replacement Plan

- Document Roles and Responsibilities of all IT & non-IT personnel

Development of the IT Disaster Recovery Plan

– Introduction: Purpose, Applicability, Scope, References/Requirements, Record of changes, Optional Exhibits

– Concept of Operations: System Description, Line of Succession, & Responsibilities

– Notification & Activation instructions

– Damage Assessment Procedures

– Decision Criteria for Plan Activation

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Development of the IT Disaster Recovery Plan

- – Detailed Recovery Procedures

- – Reconstitution: Restoration of the original or new site

- – Ongoing Training

- – Continual Plan Maintenance

http://www.dbm.state.md.us

- Featured Links

- Under Technology

  - Policies and Publications

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